



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Wednesday, March 24, 2010, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	June 17, 2010

MEMBERS PRESENT

Harry Fletcher, Professional Member, President
Chad Chandler, Professional Member
Marceline Knox, Public Member, Secretary
M.C. Byrd, Public Member
Danna Levy, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Eileen Heeney, Deputy Attorney General
Renee' Holt, Administrative Specialist II

MEMBERS ABSENT

William Torbert, Professional Member
Robert O. Wright, Professional Member

OTHERS PRESENT

Evan Smith

CALL TO ORDER

Mr. Fletcher called the meeting to order at 10:10 a.m. and advised the Board that the agenda was to be amended, as follows:

- 4.2.2 Continuing Education Application – PFDA
- 4.4.1 Review of Establishment Permit – Romero
- Postpone Election of Officers Until Next Meeting

REVIEW OF MINUTES

The Board reviewed the minutes of the September 30, 2009, and February 16, 2010 meetings. Ms. Knox made a motion, seconded by Ms. Levy, to approve the September meeting minutes, and table the February meeting minutes. The motion was unanimously carried.

UNFINISHED BUSINESS

Strategic Planning

The development of a new Strategic Plan was tabled until the next meeting.

NEW BUSINESS

Review of Final Reports (approval to sit for state exam)

Kip Bell

Mr. Chandler made a motion, seconded by Ms. Levy, to approve Mr. Bell to sit for the state exam. The motion was unanimously carried.

Andrew Parsell

Mr. Chandler made a motion, seconded by Ms. Knox, to approve Mr. Parsell to sit for the state exam. The motion was unanimously carried.

Review of Continuing Education Applications

Delaware Hospice: The Many Faces of Grief; Anticipatory/Disenfranchised/Complicated April 16, 2010

Mr. Chandler made a motion, seconded by Ms. Knox, to approve this course for 7.5 hours. The motion was unanimously approved.

Pennsylvania Funeral Directors Association

Ms. Knox made a motion, seconded by Ms. Levy, to approve the application for continuing education. The motion was unanimously approved.

Approval Ratifications – No Licenses Issued

Applications for Funeral Establishment Permits

The Board reviewed additional information received regarding an application for Romero Funeral Home. Ms. Holt reported the application was for a second funeral establishment to be run from the same location as another already established funeral establishment. Ms. Holt reported Romero Funeral Home was to be advertised to represent a specific demographic and ethnic community. Ms. Heeney confirmed the operation of two establishments from the same location with the same licensed funeral director was not approved.

Complaint Status

Ms. Holt gave the Board an update on complaint statuses.

Other Business Before the Board (for discussion only)

Mr. Fletcher welcomed new members, Danny Levy, MC Byrd, and Chad Chandler. The Board welcomed the new members.

Public Comment

Next Scheduled Meeting

The next meeting will be held on Wednesday, May 26, 2010, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

There being no further business, Mr. Chandler made a motion, seconded by Ms. Levy, to adjourn the meeting at 10:27 a.m. The motion was unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Renee' M. Holt". The signature is written in black ink and is positioned above the printed name and title.

Renee' M. Holt
Administrative Specialist II